

CHAPTER 60
LICENSURE OF COSMETOLOGISTS, ELECTROLOGISTS, ESTHETICIANS,
MANICURISTS, NAIL TECHNOLOGISTS, AND INSTRUCTORS
OF COSMETOLOGY ARTS AND SCIENCES

[Prior to 7/29/87, Health Department[470] Ch 149]

645—60.1(157) Definitions. For purposes of these rules, the following definitions shall apply:

“*Board*” means the board of cosmetology arts and sciences examiners.

“*Core curriculum*” means the basic core life sciences curriculum that is required for completion of any course of study of the cosmetology arts and sciences excepting manicuring.

“*Cosmetology arts and sciences*” means any or all of the following practices performed with or without compensation by a licensee: cosmetology, electrology, esthetics, manicuring and nail technology.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who has failed to meet stated obligations for renewal within 30 days of the renewal date.

“*Licensee*” means any person or entity licensed to practice pursuant to Iowa Code chapter 157 and 645—Chapters 60 to 65, Iowa Administrative Code.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice cosmetology to an applicant who is currently licensed in another state.

“*Mentor*” means a licensee providing guidance in a mentoring program.

“*Mentoring*” means a program allowing students to experience cosmetology arts and sciences in a licensed salon under the guidance of a mentor.

“*Practice discipline*” means the practice of electrology, esthetics, nail technology, manicuring or cosmetology as recognized by the board of cosmetology arts and sciences examiners.

“*Reciprocal license*” means the issuance of an Iowa license to practice cosmetology to an applicant who is currently licensed in another state and which state has a mutual agreement to license persons who have the same or similar qualifications to those required in Iowa.

“*Testing service*” means Exporior Testing Service, 1360 Energy Park Drive, Saint Paul, Minnesota 55108-5252.

“*Trainee*” means any person who completes the requirements listed in Iowa Code section 157.3 for licensure in the cosmetology arts and sciences, except for the examination, and who has a temporary permit.

645—60.2(157) Requirements for licensure.

60.2(1) *Requirements for a license.* An applicant for a license shall:

a. Complete a board-approved application form. Application forms may be obtained directly from Experior Assessment, LLC, 1360 Energy Park Drive, Saint Paul, Minnesota 55108-5252. All applications shall be sent to Experior Assessment at the above address.

b. Complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the testing service. Applications shall be complete before the candidate is eligible to sit for the examination.

c. Provide the appropriate fees with application to the testing service.

d. Present proof of graduation from high school or its equivalent to the testing service. If educated outside the United States, the applicant must attach an original evaluation of the applicant's education for World Education Services (WES) or any other accredited evaluation service. An applicant may obtain an application for evaluation by contacting WES at (212)966-6311, or by writing to WES, P.O. Box 745, Old Chelsea Station, New York, New York 10113-0745. An applicant may also provide documentation by attaching a copy of acceptable GED points, a diploma or TABE scores.

e. Present a copy of the diploma or an official transcript of grades in the practice discipline for which the applicant is requesting licensure. This shall be sent to the testing service with the application, showing completion of training at a school approved by the board of cosmetology arts and sciences examiners.

f. Pass the theory examination for the particular practice discipline with a score of 75 percent or greater.

g. Pass the Iowa law (jurisprudence) examination with a score of 75 percent or greater.

60.2(2) *Requirements for an instructor's license.* An applicant for an instructor's license shall:

a. Submit completed application and fees to the testing service;

b. Be a graduate of an accredited high school or the equivalent thereof;

c. Be licensed in the state of Iowa in the specific practice discipline to be taught or be licensed as a cosmetologist who possesses the skill and knowledge required to instruct in that practice discipline;

d. Provide documentation of completion of 1,000 hours of instructor's training with curriculum content to be determined by the board or two years' active practice in the field of cosmetology within six years prior to application;

e. Submit proof of attendance at an advanced instructor's institute prescribed by the board;

f. Pass an instructor's and Iowa law (jurisprudence) examination; and

g. Submit proof of 60 hours of practical experience, excluding school hours, in the area of electrolysis prior to application for an instructor of electrolysis license.

60.2(3) *Conditions.* The following conditions apply for all cosmetology arts and sciences licenses.

a. Candidates eligible for testing may contact Experior Testing Service, 1360 Energy Park Drive, Saint Paul, Minnesota 55108-5252, or www.experioronline.com (in the subject area specify "IA Cos") to arrange a testing time.

b. No application shall be considered until the requested supporting documents and fee have been received by the testing service.

c. Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

d. The licensure fee is nonrefundable.

e. Licensees who were issued their initial licenses within six months prior to the license renewal beginning date shall not be required to renew their licenses until the renewal month two years later.

645—60.3(157) Course of study requirements. A school of cosmetology arts and sciences shall not be approved by the board of cosmetology arts and sciences examiners unless it complies with the course of study requirements as provided below.

60.3(1) Requirements for hours.

COSMETOLOGY CURRICULUM

Core life sciences	150 hours	
Cosmetology theory (Including business and management related to the practice of cosmetology.)	615 hours	
Total core life sciences and cosmetology theory is 765 hours.		
Applied practical instruction	1335 hours	
Total course of study		2100 hours

ELECTROLOGY CURRICULUM

Core life sciences	150 hours	
Electrology theory	50 hours	
Applied practical instruction	225 hours	
Total course of study		425 hours

ESTHETICS CURRICULUM

Core life sciences	150 hours	
Esthetics theory	115 hours	
Applied practical instruction	335 hours	
Total course of study		600 hours

NAIL TECHNOLOGY CURRICULUM

Core life sciences	150 hours	
Nail technology theory	50 hours	
Applied practical instruction	125 hours	
Total course of study		325 hours

MANICURIST CURRICULUM

No core life sciences required		
Theory (Including introduction to manicuring, nail disorders, sterilization, bacteriology.)	26 hours	
Applied practical instruction	14 hours	
Total course of study		40 hours

Clock hours may be converted to credit hours using a standard, recognized method of conversion.

60.3(2) Curriculum requirements.

- a. Theory instruction shall be taught from a standard approved textbook.
- b. Theory instruction may be supplemented from other related textbooks.
- c. A student shall be under supervision of a licensed instructor at all times.
- d. The mentoring option may not exceed 5 percent of the total course hours of any practice discipline course of study.
- e. The instructor shall be licensed in the state of Iowa in the specific practice discipline to be taught or be licensed as a cosmetologist who possesses the skill and knowledge required to instruct in that practice discipline.
- f. Course subjects taught in the school curriculum including skills and business management shall relate to the specific course practice discipline.

- g. The student shall not begin the mentoring program until completing a minimum of 50 percent of the total course hours and other requirements of the mentoring program established by the school.
- h. Required hours for theory and applied practical hours do not have to be obtained from one school.
- i. Only hours from accredited or board-approved school programs will be accepted.

60.3(3) *Criteria for licensure in specific practice disciplines.*

- a. A cosmetology license is not a requirement for an electrology, esthetics, nail technology or manicurist license.
- b. Core life sciences curriculum of 150 hours shall be transferable in its entirety from one practice discipline to another practice discipline.
- c. Theory hours earned in each practice discipline of cosmetology arts and sciences may be used in applying for a cosmetology license.

60.3(4) *Core life sciences curriculum.* The core life sciences curriculum shall contain the following instruction:

- a. Human anatomy and physiology:
Cell, metabolism and body systems,
Human anatomy;
- b. Bacteriology;
- c. Infection control practices:
Universal precautions,
Sanitation,
Sterilization,
Disinfection;
- d. Basic chemistry;
- e. Matter;
- f. Elements:
Compounds and mixtures;
- g. Basic electricity;
- h. Electrical measurements:
Reproduction of light rays,
Infrared rays,
Ultraviolet rays,
Visible rays/spectrum;
- i. Safety;
- j. Hygiene and grooming:
Personal and professional health;
- k. Professional ethics;
- l. Public relations; and
- m. State, federal law, administrative rules and standards.

Clock hours may be converted to credit hours using a standard, recognized method of conversion.

645—60.4(157) Licensure by endorsement. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the testing service a completed application and appropriate fee;
2. Obtains verification from the District of Columbia or any state(s), territory(ies), foreign country(ies) or province(s) where the applicant is licensed. Verifications of current licensure in the practice discipline in another state for at least 12 months in the 24-month period preceding the submission of the application must be mailed from each state, territory, province or foreign country or the District of Columbia directly to Experior Testing. The testing service will not accept verifications received from the applicant;

3. Submits a notarized copy of the passing score on the examinations of Exporior Testing Service or NIC (National Interstate Council), or passes the current Iowa theory examination recognized by the board; and
4. Passes the Iowa law (jurisprudence) examination with a passing score of 75 percent or greater.

645—60.5(157) Licensure by reciprocal agreement. The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of cosmetology arts and sciences applicants.

645—60.6(157) Temporary permits to practice cosmetology arts and sciences. An applicant who is applying for initial licensure and is not licensed in another state and who has met the requirements for licensure except for the written examinations may apply for a temporary permit to practice cosmetology arts and sciences. The temporary permit shall be valid from the date the application is completed until the applicant passes the examination in the practice discipline for which the applicant is seeking licensure. The temporary permit shall be valid for a maximum of 90 days from the date of issuance. The temporary permit holder shall practice under direct supervision of a licensee. After 90 days the temporary permit shall be invalid and the person may not practice in the cosmetology arts and sciences.

The temporary permit shall be revoked if an applicant does not pass the second examination. The applicant shall submit the temporary permit to the testing service before sitting for another examination.

645—60.7(157) Demonstrator's permit. The board may issue a demonstrator's permit for the purpose of demonstrating cosmetology arts and sciences to the consuming public.

1. A demonstrator's permit shall be valid for a salon, person or an event. The location, purpose and duration shall be stated on the permit.
2. A demonstrator's permit shall be valid for no more than ten days.
3. A completed application shall be submitted on a form provided by the board at least 30 days in advance of the intended use dates.
4. An application fee shall be submitted as set forth in these rules.
5. No more than four permits shall be issued to any applicant during a calendar year.

645—60.8(157) License renewal.

60.8(1) The biennial license renewal period for a license to practice cosmetology arts and sciences shall begin on April 1 of one year and end on March 31 two years later. All licensees shall renew on a biennial basis.

60.8(2) A renewal of license to practice as a cosmetology arts and sciences licensee application and continuing education report form shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fees on or before the renewal date.

a. The licensee shall submit the completed application and continuing education report form with the renewal fee to the board office before the license expiration date.

b. Individuals who were issued their initial licenses within six months of the license renewal beginning date will not be required to renew their licenses until the next renewal two years later.

c. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of eight hours of continuing education per biennium for each subsequent license renewal period.

d. Persons licensed to practice as cosmetology arts and sciences licensees shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

e. Licensees currently licensed in Iowa but practicing exclusively in another state may comply with Iowa continuing education requirements for license renewal by meeting the continuing education requirements of the state or states where the licensee practices. Those licensees living and practicing exclusively in a state which has no continuing education requirement for renewal of a license shall not be required to meet Iowa's continuing education requirement but shall pay all renewal fees when due.

60.8(3) Late renewal. If the renewal fees, continuing education report and renewal application are received within 30 days after the license renewal expiration date, the late fee for failure to renew before expiration shall be charged.

60.8(4) When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

645—60.9(272C) Exemptions for inactive practitioners.

60.9(1) Application for exemption. A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted on the form provided by the board. A licensee must hold a current license in order to apply for exempt status. A licensee shall apply for inactive status prior to the license expiration date.

60.9(2) Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—64.10(157,272C).

60.9(3) A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date shall not be required to complete continuing education for that first license renewal time period only. Eight hours of continuing education shall be required for every renewal thereafter.

60.9(4) Licensees shall renew at the next scheduled renewal. Licensees who were issued their reinstatement within six months prior to the renewal shall not be required to renew their licenses until the renewal two years later.

60.9(5) Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement based on the length of time a license has been considered inactive.

An applicant shall satisfy the following requirements:	30 days after expiration date up to first renewal	2 renewals	3 renewals	4 or more renewals
Submit written application for reinstatement	Required	Required	Required	Required
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Pay the current renewal fee	\$50	\$50	\$50	\$50
Furnish evidence of completion of approved continuing education hours OR Furnish evidence of verification of current active license in another state and a notarized statement of active practice of at least 12 months during the 24 months preceding the application for reinstatement	8 hours May be completed	16 hours May be completed	24 hours May be completed	32 hours May be completed
Complete Iowa law (jurisprudence) examination	NA	NA	NA	Required
Submit license verification(s) from all states in which the licensee has practiced since obtaining inactive status	Required	Required	Required	Required
Total fees, continuing education hours, and examination required for reinstatement:	\$100 and 8 hours	\$100 and 16 hours	\$100 and 24 hours	\$100, 32 hours and Iowa law examination

Licensees who are instructors of cosmetology arts and sciences shall obtain an additional eight hours of continuing education in teaching methodology.

645—60.10(272C) Lapsed licenses.

60.10(1) If the renewal fees and continuing education report are received more than 30 days after the license renewal expiration date, the license shall be considered lapsed. An application for reinstatement must be filed with the board and be accompanied by the reinstatement fee, the renewal fee for each biennium the license is lapsed, the late fee for failure to renew before expiration and the continuing education report form. The licensee may be subject to an audit of the licensee's continuing education report.

60.10(2) Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of cosmetology arts and sciences. Practicing without a license may be cause for disciplinary action.

60.10(3) In order to reinstate lapsed licenses, licensees shall comply with all requirements for reinstatement as outlined in 645—64.6(157).

60.10(4) After reinstatement of the lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

60.10(5) Verification(s) of license is required from all states in which the licensee has practiced since the Iowa license lapsed.

60.10(6) Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has been considered lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to first renewal	2 renewals	3 renewals	4 or more renewals
Submit written application for reinstatement	Required	Required	Required	Required
Pay the past due renewal fee(s)	\$50	\$100	\$100	\$100
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Pay the late fee	\$50	\$50	\$50	\$50
Furnish evidence of completion of approved continuing education hours OR Furnish evidence of verification of current active license in another state and a notarized statement of active practice of at least 12 months during the 24 months preceding the application for reinstatement	8 hours May be completed	16 hours May be completed	24 hours May be completed	32 hours May be completed
Complete Iowa law (jurisprudence) examination	NA	NA	NA	Required
Submit license verification(s) from all states in which the licensee has practiced since the license lapsed	Required	Required	Required	Required
Total fees, continuing education hours, and examination required for reinstatement:	\$150 and 8 hours	\$200 and 16 hours	\$200 and 24 hours	\$200, 32 hours and Iowa law examination

Licensees who are instructors of cosmetology arts and sciences shall obtain an additional eight hours of continuing education in teaching methodology.

645—60.11(272C) License denial.

60.11(1) An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

60.11(2) If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapter 272C.

These rules are intended to implement Iowa Code chapters 272C and 157.

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